



**CITY OF SCOTTSDALE
PARKS AND RECREATION DIVISION
YOUTH SPORTS FACILITY ALLOCATION POLICY**

Section 1. Philosophy

Scottsdale Parks and Recreation believes that it is important to provide recreation services that improve the quality of life of citizens and respond to the leisure needs and desires of all segments of our community. Cooperation with other public, private and commercial groups, entities and organizations to assist in providing recreational services is important in meeting community leisure needs. Offering suitable facilities to assist special interest groups in providing recreational services is an important strategy to achieve goals set forth in the mission statement of the City of Scottsdale's Parks and Recreation Division.

By virtue of their intrinsic value to the community in providing recreational opportunities for youth, and because they lack facilities of their own, youth sports organizations are given the opportunity to receive City assistance, relating to the use of City recreational facilities, including, but not limited to playing fields, courts and other sports facilities (collectively "Facilities"), as indicated in section 3, below.

Section 2. Purpose

The purpose of this policy ("Policy") is to outline the procedures by which youth sports organizations may request services from the City of Scottsdale. The allocation procedures for City controlled sports facilities at school district facilities are also set forth in the Policy. The services that the City may provide to youth sports organizations and the obligations of those groups receiving such services are also outlined in the Policy.

Section 3. Eligibility

Non-profit youth sports organizations that provide services to youth 17 years of age or under, which includes services to Scottsdale residents and demonstrates benefit(s) to the citizens of Scottsdale is eligible to apply for reduced fees for the use of City recreational Facilities. "Non-profit" as used in this Policy means that the group or organization either: (1) has received a determination from the United States Internal Revenue Service that it is exempt from federal taxes, pursuant to section 501(c) of the Internal Revenue Code; or (2) can demonstrate to the satisfaction of the City that it is youth serving, provides benefit(s) to the community and is non-profit in character.

An eligible group or organization will not be charged a facility use fee for the use of recreational Facilities for league play, practices, meets and tournaments associated with league play. An administrative fee will be charged, however, for each facility use permit, in accordance with the approved Community Services fees and charges policy. Accommodations for organizational business, such as board meetings and participant registration, may be provided by the City at no use fee, subject to availability. Activities conducted by an eligible group or organization that are not associated with league play, such as camps, clinics and tournaments, will be subject to an hourly fee, at a rate of 60% of the approved facility fee, for field, court or facility use. Fees for lighting used by eligible groups at Facilities will be charged at 50% of the approved fee

All applicants seeking City services (see Section 4, below), or other benefits pursuant to this Policy, must comply with any and all insurance and indemnification requirements deemed necessary by the City of Scottsdale risk management department, as a condition of receiving the services or benefits. Insurance and indemnification requirements will be provided to an applicant upon request.

Section 4. City Services

The City may provide the following services ("City Services") to eligible groups or organizations:

- Youth sports facilities at reduced fees.
- Waive facility use fees to accommodate organizational business such as board meetings and participant registration.
- Basic field maintenance of all City park facilities (mowing, watering, infield dragging, fence repair, etc.). Maintenance may vary from site to site.
- Limited seasonal maintenance of selected Scottsdale School District youth field facilities.
- Coordinate special maintenance and other facility use needs.
- System maintenance and lamp replacement on fields that have City installed lighting systems.
- Serve as a clearinghouse of information for the public concerning all youth sports leagues operating for Scottsdale residents.

Section 5. Responsibilities of Youth Sports Organizations

A non-profit youth sports group or organization seeking City Services will complete an application provided by the City and submit it to the Parks and Recreation Division. This information is vital for staff to provide important information to the public, make responsible decisions on field allocation and help justify future budget requests for field improvements and additions. An applicant will provide any additional information and documents determined to be necessary and requested by the Parks and Recreation Division for full consideration of the application.

Responsibilities of youth sports organizations approved for City Services include, but are not limited to the following:

- Clean and maintain the field and spectator areas assigned to them by picking up trash after day and evening use
- Maintain control over the conduct of participants and spectators, while using assigned facilities
- Refrain from using fields when muddy or when standing water is present
- Provide a representative to participate in Scottsdale Youth Sports Advisory Group, when requested by City staff
- Park only in designated areas and not allow driving on park or school field areas
- Be a good neighbor and keep sound levels to a minimum and adhere to all park noise policies
- Turn off lights after their assigned use period if no other assigned groups are waiting to use field space

- Submit a season practice and game schedule to the Youth Sports Liaison not later than 30 days prior to the beginning of the season. Fees will be assessed based on the schedule submitted and payment is due prior to the first game of the season. All other use of Facilities outside of the schedule that is submitted will be evaluated at the time of the request.

Section 6. Field Allocation Procedure

The applicant will initially contact the Youth Sports Liaison to determine whether the group or organization is eligible, pursuant to this Policy, and, if so, to determine the availability of facilities. Following this initial meeting, the applicant will develop the required organizational information for the Facility Allocation request and complete the required application form. The applicant will then submit the application form, with all supplemental and requested information to the Youth Sports Liaison, who will approve requests for Facilities, if the applicant is eligible and there are no other groups requesting the same Facilities at the same times. If there is a conflict between requests, the Youth Sports Liaison will evaluate all the information submitted by the applicants and based on the general guidelines, will use his or her best efforts to arrive at use agreements that will accommodate the needs of all applicants.

The following information applies to applications for Facility Allocation:

- Applications must be received by the end of August for baseball/softball season (January through July) and by the end of March for the football/soccer season (August through December). Facility use permits will be issued following an evaluation and determination on the application, prior to the start of the applicable season
- Groups must show both practice and game schedules that utilize all allocated field time. Unused time will be removed from the facility use permit and re-allocated to other groups. GROUPS THAT RESERVE FIELDS BUT DO NOT USE THEM AT THE DESIGNATED TIME MAY BE ASSESSED THE REGULAR FACILITY USE FEE FOR THAT MISSED TIME. Future requests will not be considered until all fees are paid. If a group continues to not use reserved space further allocations will be only considered on a low priority or not considered at all.
- When two or more groups have requested the same space and time, all parties involved will be contacted after staff has reached a decision on the field allocation. The successful group or organization will be issued a facility use permit following the determination of any appeal (see section 8, below).
- The applicant is responsible for providing updated participant registration information, as requested by the City.
- Groups that miss the application due dates will only have their applications considered if there is available space at the time the application is received.
- Once the facility use is determined, a facility use permit will be issued to the group. The facility use permit is effective for one season only. Groups and organizations must re-apply on a yearly basis.

- Field allocation requests made by individual teams will be considered only when fields are not subject to a league or group allocation, or after allocations have been made for the upcoming season. Teams participating in a league or group that has received an allocation, pursuant to this policy, will not be considered for additional facility allocation.

Section 7. Guidelines

Facility allocation and fee waivers are based on the following criteria:

- Groups and organizations serving Scottsdale residents are eligible
- Past or historical usage by the requesting group
- Need (i.e. the number of youngsters served and number of games and practices scheduled)
- Season dates as compared to traditional times the sport is played (January through July for baseball/softball and August through December for football/soccer). Some overlap between seasons may occur
- League organizational purpose and structure, as it relates to providing basic recreational services to youth, including, but not limited to, fees charged, age groups served, competitive or recreational, number of leagues and teams, number of games played, practice schedules, season dates and days on which games are played.
- History of compliance with Parks and Recreation Division procedures and meeting group responsibilities

It is the goal of the City of Scottsdale to get the best possible use of all athletic fields and sports facilities under the jurisdiction of the City and to serve as many of the requesting groups as possible. The first priority of the City, however, will always be to provide service to Scottsdale residents. The other criteria will be evaluated based on each individual request.

It is possible that a group may not receive all the field time that it has requested, due to other groups requesting the same times and space. The Youth Sports Liaison will use his or her best efforts to attempt to accommodate the needs of all applicants. This may make it necessary for one or more groups to alter the way in which they schedule games and/or practices.

Section 8. Appeal Process

Any group may appeal the denial of an application for City Services, including Facility Allocation to the Parks and Recreation Commission. The appeal must be requested, in writing, no more than two weeks after the representative of the group or organization has been notified by City staff of the denial. The appeal will be submitted to the Youth Sports Liaison and considered by the Parks and Recreation Commission at the next available scheduled meeting. All groups that may be affected by the decision on the appeal will be notified of the date, time and place of the appeal, and given an opportunity to make a presentation or be heard. Failure to file a timely appeal shall constitute a waiver of the right to appeal.